



BEWDLEY Town Council

MINUTES OF THE TOWN COUNCIL MEETING

HELD AT THE WYRE ROOM, ST GEORGE'S HALL, LOAD STREET, DY12 2EQ, MONDAY
11 JULY 2022 AT 7PM

PRESENT

Council Members The Mayor, Cllr R Stanczyszyn, Cllrs S Billett from 19:02hrs, J Byng, A Coleman, R Coleman, C Edginton White, P Gittins MBE, P Harrison, D Killingworth, and I Latimer

In attendance: The Young Mayor
The Deputy Young Mayor
WCC Cllr Hardiman
2 Members of the public
T Bodley - Town Clerk

Prior to the commencement of the meeting the Mayor expressed his thanks to the Deputy Mayor for Chairing the Town Council Meeting in June due to his absence whilst on holiday.

9703 APOLOGIES FOR ABSENCE

Apologies were received and recorded below:

Cllr	Reason
Bourne	Holiday
Morehead	Unable to attend

9704 DECLARATIONS OF INTEREST

Councillors were reminded to submit their Register of Interests and to declare any Disclosable Pecuniary and/or Other Disclosable Interests in items on the agenda and their nature.

Cllrs Byng, A Coleman, R Coleman and Edginton White have a standing declaration in their role as a member of Wyre Forest District Council and Cllrs Byng and Edginton White in their role as Trustees to Friends of Riverside North Park; any comments made at town council meetings on Localism or Riverside North Park are made prior to possession of the full facts and would not amount to pre-determination.

Cllr	Minute	Interest	Reason
Edginton White	9709 ii) a) Ratification of Grant Applications	ODI	Is a member of Bewdley Concert Brass

9705 COUNCILLORS' DISPENSATIONS

Following a declaration of interest at minute reference 9704, it was noted that Cllrs Byng, A Coleman, R Coleman and Edginton White have a dispensation in place up to May 2023 for discussion and voting on agenda items covering Localism and Riverside North Park.

9706 OPEN SESSION TO HEAR FROM:

- i) Members of the Public – A member of the public asked a question, supplied at page 1227 of the minutes in relation to the strategy of Bewdley Neighbourhood Plan now that the Wyre Forest District Plan had been adopted. The Mayor thanked the member of the public for his question and stated that it was previously the hope of the town council to run the Neighbourhood Plan parallel to that of the district plan however circumstance conspired against this and the council would have to meet at some point in the future to discuss any continuation of the NDP.

- ii) Representatives from Principal Authorities –
 - a) Worcestershire County Councillor Hardiman provided a report attached, page 1227.
- iii) Wyre Forest District Councillors –
 - a) WFDC Cllr Byng stated that he had reported parking concerns at May Pole Close as vehicles were consistently parking over water access covers and pavement parking. Cllr Edginton White confirmed that similar issues had been raised at the Road Safety Group who have initiated through the council office a reporting mechanism to enable detailed data to be forwarded to the police, to include date and time of incident, details of the road safety or parking issue, car registration and photograph.
 - b) Cllr R Coleman had pleasure in reporting that funds raised during his Mayoral year of office for his chosen charity in conjunction with other funding streams had enabled the purchase of a state-of-the-art computerised machine for use in prostate procedures which will be installed in Worcester in the near future. This equipment also has multiple facilitation other than use for just prostate treatment.
- iv) Representatives from Supporting Services – PC Thomas not present.
- v) Representative of Bewdley High School – The Young Mayor and Deputy Young Mayor were welcomed to the meeting and asked if they wished to address the council. The Young Mayor reported that the student council had not had the opportunity to meet formally due to a busy period of exams however he had carried out informal discussion with various students to gauge their opinion of what Bewdley meant to them. He continued that the responses were encouraging with students remarking that not only did they use Bewdley to commute for educational requirements, they also visited the area for walks in the forest, recognising that it appeared that Bewdley had more to offer by way of amenity than other Worcestershire towns.
The Mayor thanked the Young Mayor and expressed an interest in attending a future youth council meeting.

The Young Mayor and Deputy Young Mayor left the meeting at 19:14hrs

9707 MINUTES OF PREVIOUS MEETING

To approve adoption of the minutes of the Town Council meeting held 13 June 2022.

RESOLVED: That the minutes of the Town Council Meeting be approved as an accurate record and signed by the Mayor.

9708 FINANCE

- i) To approve the schedule of accounts including approval of invoices to be paid, invoices paid as a matter of urgency and to note recurring expenditure to meet contractual obligations since the previous meeting. Please refer to schedule of payments page 1228.

RESOLVED: That the schedule of payments as at 11 July 2022 be approved.

- ii) To approve an increase in the Petty Cash Debit Card from a £250 balance to £350 balance. The request was supported by the increase in consumables now purchased directly through Amazon which required card payment. It was also stated that postage had increased significantly and to date £118.49 had been spent in the first quarter. Cllr Killingworth proposed that the increase was taken to £500 which was seconded by Cllr Harrison.

RESOLVED: That an increase in the balance to a limit of £500 be approved. The Top up request being £498.61.

9709 COMMITTEE AND GROUP REPORTS

To receive minutes and meeting notes held since the last Council Meeting.

- i) **Christmas Event Working Group** to receive notes from the meeting held on 23 June 2022. The meeting notes were **noted**.

- ii) **Finance and Facilities Committee**
It was **RESOLVED** that the minutes from the Finance and Facilities Committee meeting held on 27 June 2022 be confirmed as a correct record.
 - a) It was **RESOLVED** to approve ratification of Phase 1 of Grant Applications as recommended by the Finance and Facilities Committee, minute reference F-91. Please refer to page 1228 for the Award Schedule. Cllr Edginton White did not take part in this agenda item having declared an interest at minute reference 9704.
 - b) It was **RESOLVED** to approve ratification of the Contract Award and sign specification as recommended by the Finance and Facilities Committee, minute reference F-93 i) a) and b).
- iii) **Planning Committee**
It was **RESOLVED** that the minutes from the Planning Committee meeting held on 27 June 2022 be confirmed as a correct record.
- iv) **Road Safety Group** to receive notes from the meeting held on 28 June 2022. Several typographical errors were highlighted and asked to be amended. Cllr Edginton White confirmed that the '20 is plenty' wheelie bin stickers had now been received with a proposal that circulation of such should be town centric with members volunteering to distribute. It was commented that these should be made available for 'hot spot' areas in all wards with ward members distributing accordingly. The Mayor asked that this be discussed and arranged at the appropriate meeting. The meeting notes were **noted**.

9710 POLICIES TO REVIEW

- i) Risk Management Policy – It was reported that this was an updated policy developed to act as an overarching document enabling identification of management of risk to be used in conjunction with Risk Assessments and the Risk Review Log.
- ii) Freedom of Information Policy – It was stated that the policy was required under the Freedom of Information Act legislation.
- iii) General Power of Competence – It was reported that the policy had been created to confirm that BTC has GPC.
- iv) Document Retention – The policy remained largely unchanged and required approval.
- v) Data Protection – Having an amendment at point 2.1, the policy required approval.
- vi) Publication Scheme – This policy was updated in line with available data and the way that it can be accessed.

RESOLVED: That policies detailed at 9710 i) – vi) be approved and adopted into circulation subject to an amendment to the GPC Policy at 3.1 removing the word individual to replace with the word organisations and the Publication Scheme to change the envelope size from A5 and A4 to C5 and C4.

9711 GOVERNANCE – ADOPTION OF THE GENERAL POWER OF COMPETENCE (ENGLAND)

It was reported that although BTC had previously been able to adopt there was no minute evidence alluding to the adoption. The Town Council is asked to confirm adoption of the General Power of Competence as required by the Localism Act 2011.

RESOLVED: That BTC adopt the General Power of Competence (England)

9712 TOWN CLERK REPORT

- i) Freedom of Information Request. The report was **noted**.
- ii) The Rural Market Towns Group.

RESOLVED: That BTC register to membership of The Rural Market Town Group taking the opportunity of free membership until October and thereafter subscribing for 12 months with review in October 2023.

- iii) a) **Riverside North Park Play Equipment – Vandalism**
 It was reported that BTC was now in receipt of a quote to sand, prime and repaint the boat at a net cost of £611.30. Members were asked if it wished to replace the panel of the train (£225) and repaint the boat (£611.30). Members were also asked if it wished to claim on the council's insurance (£250 excess).
- b) It was also reported that the wooden bridge at Wyre Hill Park had sustained an attack of vandalism requiring replacement of the broken section. The caretaker had removed detached pieces and taped off areas that pose a H&S concern and a quote for replacement parts had been requested which may prove significant cost. The budget for play equipment maintenance/repair stands at £1,000. Members were asked if it wished to claim on council insurance (£250 excess) if the quotation exceeds the budget significantly.
- It was also remarked that the council could employ the services of the Young Mayor and Deputy Young Mayor to bring local vandalism to the attention of their peers to highlight the impact it has to the community, council resource and in turn the taxpayer when this type of anti-social behaviour goes unchecked.

RESOLVED:

- 1) That The Friends of RNP be contacted to ascertain if they wish to see the panel replaced and if so if they are willing to fund the replacement, with the response reverted to the F&F Committee to make a final decision on outcome.
- 2) That approval be granted to repaint the boat with the work contracted to EJV at a cost quoted of £611.30 funded from BTC RNP Play Equipment Maintenance/Repair budget.
- 3) That an insurance claim be made for the replacement parts and repair to the wooden bridge play equipment at Wyre Hill Play Area should repair cost be significant.

- iv) **West Mercia Police – Policing priority update**
 It was remarked that given the spate of vandalism on council property that this could be given as a priority, along with road traffic incidents as identified at the Road Safety Group Meeting, however some members wished to address antisocial behaviour and noise issues on Saturday 9 July in the vicinity of Lax Lane and the Arches, Severnside South.

RESOLVED: That the Policing priorities would be

- 1st – ASB – Lax Lane/Severnside South, Cllrs Edginton White and Stanczyszyn to be the contact point should police wish to pursue this enquiry.
- 2nd – Road safety and parking problems as identified by the Road Safety Group with analysis provided of incidents reported by members to the office.

9713 HONORARY FREEMAN/FREEWOMAN NOMINATION

A report circulated in advance of the meeting detailed the nomination, the procedure involved in bestowing the honour and arrangements to make prior to holding a special meeting. It was identified that there was no budget for the award to take place during the current fiscal year with options made available utilising other budgets for consideration.

There was considerable debate surrounding the proposal with Cllr Killingworth expressing his desire to honour Liz Davies and Cllr Byng concurring that it would hearten her spirits considering her recent health problems.

Although the general consensus was that members approved the award being granted there were concerns over the cost involved and the fact that there was no such budget for the event. It was reported that the Civic Ceremonies budget could not be utilised as the council had received provisional quotations for road closure and marshalling for

Remembrance Sunday which would see an overspend on this budget alone. The Civic Award budget was ruled out as the policy dictates that the nomination period runs from November to January and as this had not occurred the council would be required to retain this budget until the closing date had expired.

Cllr Killingworth stated that the timing of the award was critical and urged members to agree to carry out the ceremony in the present council.

It was agreed that the cost should be kept to a minimum with Cllr Stanczyszyn proposing to use the Mayoral expenses budget to fund the expenditure.

RESOLVED:

- i) That the council would hold a Special Meeting to bestow the title of honorary Freewoman to Liz Davies on a date to be determined in conjunction with the lead time of an engraved pendant.
- ii) That the award would consist of a printed certificate, an engraved pendant and inclusion on the Honorary Freeman/Freewoman board.
- iii) That room hire costs would be ascertained with Cllr Killingworth making enquiries with the award recipient if she is able to attend the Guildhall.
- iv) That no refreshments would be served following the special meeting.
- v) That invitations would be kept to present serving councillors, family guests of the award recipient and past mayors.

9714 REDEPLOYABLE CCTV CAMERAS

The council was updated on the CCTV visit with 2 members taking advantage of the invitation which is now scheduled for August at a date yet to be confirmed. The report was **noted**.

9715 FLOOD RISK EXCLUSION ZONES – BEALES CORNER

A map indicating the proposed exclusion zones and methodology behind the proposal was circulated in advance of the meeting with members requested to provide appropriate comments.

RESOLVED: That members approved the updated Exclusion Zone with no further comments to add.

9716 STANLEY BALDWIN STATUE CLEANING AND MAINTENANCE

Following an approach from the Civic Society members were provided with a table of quotations for the cleaning and waxing of the statue and reminded that a sum of £7,000 granted by the society for statue cleaning and maintenance is retained within restricted reserves. Members were asked to consider approval of maintenance work and if approved select a contractor from the submitted schedule.

Members discussed the virtues of each quote discarding quote C as it was not from a recognised specialist and asked if there was any significant difference in response from contractor A and B given the disparity in cost. It was remarked that contractor B had provided paperwork including methodology and scope of works whereby contractor A had not.

RESOLVED:

- i) That approval be granted to undertake cleaning and maintenance of the statue.
- ii) That quotation A be awarded the contract to undertake cleaning and waxing subject to checks including methodology, scope of works and confirmation of insurance, risk assessments and H&S measures using chemical substances in a public area.
- iii) That following receipt of satisfactory paperwork as detailed in point ii) that the decision to appoint contractor A be delegated to the Town Clerk.

9717 MAYOR'S DIARY AND FUTURE EVENTS

- i) To receive an update on the Mayor's diary and past events.

DATE	EVENT
21/06/2022	Wyre Forest CALC
05/07/2022	High Sheriff Visit to Simply Limitless
08/07/2022	Wharton Park Driving Range Opening
11/07/2022	Plaque for Brian Stephen's Cherry Wall
12/07/2022	Festival Friends Event
20/07/2022	Civic Society Committee Meeting
21/07/2022	Redditch Charity Summer Supper
20/08/2022	Bewdley Horticultural Annual Show
23/08/2022	Wyre Forest Citizens Advice
02/09/2022	Malvern Charity Ball
07/09/2022	Almshouses Trustee Meeting
20/09/2022	Civic Society Committee Meeting

- ii) Bewdley Mayor Events

DATE	EVENT
25/08/2022	Bewdley Pines Charity Golf Day
23/09/2022	Mayor's Quiz Night
18/03/2022	Mayor's Ball

- iii) Town Events

DATE	EVENT
13/11/2022	Remembrance Sunday
26/11/2022	Bewdley Christmas Lights Switch On
07/03/2023	Annual Town Meeting

9718 TRAINING OPPORTUNITIES

It was reported that Training courses through Worcs CALC can now be viewed through the website www.worcscalc.org.uk with members being able to register directly for online sessions. Worcs CALC can deliver specific training to the council as a whole.


9719 DATE AND TIME OF NEXT ORDINARY MEETING –

The next Town Council Meeting will be held on Monday 12 September 2022, 7pm, in Wyre Room, St George's Hall, Load Street, Bewdley, DY12 2EQ.

Other Meeting Reminders:

Bewdley Heritage Trust Meeting – Monday 25 July at 6.45pm in the Guildhall.

The meeting concluded at 20:50hrs

Signed 
R STANCZYŃSKI (p. 28, 2022 14:25 GMT+1)
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Mayor
26 September 2022

Minute Reference: 9706 i) Open Session – Question from a member of the public

Neighbourhood Plan Observations

Thanks to the council for this opportunity to make these comments.

WFDC have formally adopted their Local Plan and it is already having an impact on the shape of planning policy across the Wyre Forest.

What is the strategy for BTC with regard to its Neighbourhood Plan so that the Local Plan has a Bewdley context?

The development of the BTC NP started in 2015. A large number of hours have been expended by members, officers and residents. I have no idea how much taxpayer's money has been spent but when I think of the various consultants involved it must be £1000s.

In an ideal world BTC would not start from here to produce a NP, but this where it is.

I have no wish to be linked with a former government advisor but:

“Is it not time to get it done.”

A final point, the Bewdley Civic Society has consistently supported the NP and offers any assistance it can to help move this forward.

Minute Reference: 9706 ii) Open Session – Worcestershire County Councillor Report

11th July 2022, County Cllr Ian Hardiman's Report to Bewdley Town Council:

Catchems End Zebra Crossing Tactile Studs:

I have received an apology from the Highways Engineer following my concerns that the Tactile Studs have not yet been installed; he will chase up this work.

Illegal Parking, by pedestrian Crossing near to the Grey Green Lane junction with Kidderminster Road:

The Highways Engineer has confirmed that wooden bollards are to be installed as soon as possible to prevent further vehicles parking.

30 mph Signage Missing in Grey Green Lane:

Prompted by a local resident, I have reported to Highways that the 30mph sign and its post has been removed! I have no information as to why this should have occurred but will chase up a replacement urgently.

End.

Minute Reference: 9708 Finance i) Approval of Scheduled Payments

Voucher Code	Description	Net	VAT	Total	
139	Software & Support	IT Support	192.59	38.52	231.11
140	Stationery & Print	Printing/Posters	13.13	2.63	15.76
141	Garage Rent - rear 14 Load St	Garage Rent	250.00	0.00	250.00
143	Software & Support	Disposal of old IT Equipment	125.00	25.00	150.00
144	Office Energy & Utilities	Water - Office	645.12	0.00	645.12
145	Play Equipment Maintenance/Repair	graffiti wipes	67.75	13.55	81.30
146	Photocopier	Photocopier	88.30	17.66	105.96
147	WFDC Payroll Admin Charge	Payroll	50.00	10.00	60.00
148	Staff Costs	June Salary 1	663.82	0.00	663.82
149	Staff Costs	June Salary 2	468.55	0.00	468.55
150	Staff Costs	June Salary 3	4,999.22	0.00	4,999.22
151	Staff Costs	June Salary 4	1,035.31	0.00	1,035.31
152	Staff Costs	June Salary 5	1,316.21	0.00	1,316.21
153	Other Costs	Expenses	28.70	0.00	28.70
154	Guildhall	Guildhall Lease	55.00	0.00	55.00
155	Utilities - Water & Electricity	Electricity Load St Toilets	327.91	16.40	344.31
156	Office Energy & Utilities	Water - Office	49.39	9.48	58.87
157	Office Energy & Utilities	Water - Office	108.07	20.74	128.81
158	Maintenance & Office Cleaning	Cleaning	140.00	28.00	168.00
160	Lengthsman	Lengthsman Scheme	208.92	0.00	208.92
161	Grounds Maintenance Contract	Grounds Maintenance RNP	791.67	0.00	791.67
162	Refreshments	Milk	1.55	0.00	1.55

Minute Reference: 9708 Finance ii) Increase of balance on Monzo Petty Cash Debit Card

The requested top up approved of £498.61 which equates to the current balance of £1.39 being deducted from £500 approved balance.

Minute Reference: 9709 ii) a)

Phase 1 Approved Grant Recommendations.

2022/2023 Grant Applications			
	2022/2023 Grant Budget	£	13,000.00
	Grants Awarded – Round 1	£	2,700.00
	Grants Awarded – Round 2		
	Balance Remaining	£	10,300.00
June 2022 Phase 1			
No.	Organisation Name	Grant Request	Award Recommendation
1	Bewdley Concert Band (BCB)	£1,000	£1,000
2	Bewdley Pentanque Club (BPC)	£700	£700
3	Community Café & Workshop (BCCW)	£1,000	£1,000
	Total		£2,700







Full Council Minutes 11.07.22

Final Audit Report

2022-09-28

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